

**WINOOSKI BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
WEDNESDAY, NOVEMBER 14, 2012**

MINUTES

MEMBERS PRESENT: M. Decarreau, President
J. Lambert, Secretary
J. Corrigan, Member
A. Booher, Member
T. Cleiland, Member

OTHERS PRESENT: M. Lundeen, Superintendent
M. O'Rourke, PK-5 Principal
J. Helm, 9-12 Asst. Principal
J. Willey, Curriculum Consultant
S. Metivier, Board Secretary
R. Goulet, Finance Manager
L. Wheeler, 9-12 Principal
R. Hood, Dir. of Spec. Ed.
B. Stevens, VSBA Consultant

1. Call to Order/ Pledge of Allegiance/National Anthem: M. Decarreau called the meeting to order at 6:33 p.m. The Pledge was recited.
2. Agenda Revision/Time Allocation: N/A
3. Consent Agenda (See attached – Accept/Adopt): MOTIONED by T. Cleiland, second by J. Corrigan to accept. Motion passed 5-0.
4. Administrative Reports: M. Decarreau said a report was received from Jim Ticehurst, school treasurer. It shows a difference between the checkbook balance and general ledger. He is requesting that there be a proposal to align both as soon as possible. Decarreau requested that the Middle/High School report science comparisons from year-to-year be similar to the elementary school. It was great to see 92% parent participation in conferences at the elementary school.
5. Focus on Learning:
 - a) Curriculum Overview for 2012/13 by Jan Willey, Curriculum Consultant: Jan gave a background on her credentials and a summary of what she has been doing since she started in August. Two goals for her that the administrative team felt were necessary include enabling the WSD to act as a true K-12 system and to develop K-12 leaders/coaches for math, science and literacy in order to develop and sustain changes necessary to improve student learning. There was discussion of assessment tools. Lambert asked how we assess our consultants. At this point we ask them to report on their progress based on their goals. Lambert stated that we need to have something in place where we rigorously assess all consultants. Decarreau requested that the superintendent work with staff in assessing the effectiveness of consultants in the near future. He would like a progress report from Jan Willey again in March.
6. Public Comments:
 - a) General Public: None
 - b) Winooski Education Association: None
 - c) Student Council Representative: None
7. Ongoing Business (Deliberation & Possible Action):
 - a) Discussion – Student Alcohol and Drug Abuse, Policy #5114(b) (procedures update): M. Lundeen said that updates were made to the procedures for clarification. She reviewed other district policies and incorporated some of their verbiage into ours. Decarreau said that when it comes to purchase and use and sale and distribution of drugs, he would like to see it go to the superintendent before it goes to the board. J. Lambert suggested that if the administrator is out of the building, it should read “or designated administrator”. MOTIONED by J. Lambert, second by A. Booher to approve the 1st reading with amendments as discussed. Motion passed 5-0.
 - b) Partnership for Change Update: A. Booher reported that the fellows are beginning their site visits. Request for proposals have been sent out for the web site with a launch in mid-January. Believe all implementation meetings have taken place. All objectives should be created for steering committee to meet in January. Technology surveys will be handed out in December. An ad is out for a new American coordinator that will be a bridge between multi-cultural communities. M. Decarreau, at the conference held in Nashua, NH, said it was interesting to see the different ways other districts are trying to find ways to educate kids rather than

continue what we have done forever. We have the additional challenge in working with 2 districts – BSD/WSD. M. Lundeen said she came away with the belief that superintendents and principals are working together toward a common goal. A lot of teamwork, planning and conversation as to how administrators need to move the initiative forward took place. Winooski, Burlington School District and the Partnership are developing common goals.

- c) Policy Governance – Discussion and Action: M. Decarreau noted that the board has reviewed executive limitations and policies that were shown to us by Val Gardner and Angelo Odató. We now need to reaffirm the board’s desire to move forward with Policy Governance and continue the work to finish what has been started. The principals of Policy Governance were reviewed again. There was discussion about the timeline for shifting over to Policy Governance. After a positive vote to move forward it would be 3-4 months to remove policies that are not mandated; 3-5 months to get oriented to the mentality of using Policy Governance and time for the “ends” discussion step including community input. MOTIONED by J. Corrigan, second by T. Cleiland to move forward and adopt Policy Governance. J. Lambert added to the MOTION that we postpone until there is a new superintendent in place as we have lots of initiatives going and will need all the players in place so we won’t need to retrain. Second by A. Booher. Motion to postpone until new superintendent is in place - 2 yes; 3 no (Decarreau/Corrigan/Cleiland). Motion to move forward passed 3-2 (Booher/Lambert).
 - d) Change in Date for 1st Budget Meeting – Move from 11/28 to 11/29: After some discussion it was decided that the 1st budget meeting would take place on Monday, December 3rd, then December 5th and a third meeting, if needed on December 11th. Goulet said that budget books will be ready by Friday and asked that the board review prior to the 1st meeting with questions and/or suggestions. We still don’t have the VEHI rate for insurance, which could make a big difference in the budget.
8. Correspondence:
- a) Letters to WSD School Board from Commissioner of Education: M. Decarreau read the letters. Winooski is approved to start a search for an anticipated superintendent with a maximum 2-year contract.
9. New Business (Receive Information & Possible Action):
- a) Confirm December Board Meeting Date for Commissioner Vilaseca’s Visit and Discussion with the Board: This meeting will be held.
 - b) Discussion/Action to Begin Search for Anticipated Superintendent for a Maximum of a 2-year Contract (Contract begins 7/1/13): Bob Stevens (VSBA) has been asked by the board to help with a search for a superintendent. He explained the process he would follow and suggested that we set a salary and come up with potential questions. The Board would need a charge for the screening committee (# on committee, whether to use students, teachers, union members, community members, administrators, etc.). Bob said there would be no harm in advertising, and we could always pull the ad depending on the outcome with the meeting with Commissioner Vilaseca. There would be no charge if we pulled the ad. Lambert asked that “principal” be replaced with “administrator”. MOTIONED by J. Lambert, second by A. Booher to accept the contract and move forward. Motion passed 4-1 (Corrigan abstained).
 - c) 1st Reading, Policy #4116(b), Bullying Prevention Policy: M. Lundeen said this policy is required as part of Act 129 to be adopted by 1/1/13 and defines bullying, reporting and procedures. The policy is written to eliminate administrative errors. There will need to be some curriculum where kids are receiving instruction. Jan Willey is doing research on meeting the requirement for curriculum. MOTIONED by J. Corrigan, second by T. Cleiland to accept the 1st reading. Motion passed 5-0.
 - d) Approve Job Descriptions:
 - Family School Partnership Coordinator (Nellie Mae Funded): J. Lambert suggested we remove the wording “Title I” and use “all families” instead. M. Lundeen said the Partnership for Change is focusing on marginalized group. She will bring to them and see what they say to changing the wording and bring back.
 - District Webmaster: M. Lundeen said she interviewed a person, offered the position and he has accepted. He will start after Thanksgiving. MOTIONED by J. Lambert, second by A. Booher to accept the job description as presented. Motion passed 5-0.
 - e) Discussion and Action to Donate Z-mower to City of Winooski in Exchange for Plowing Services: This is an old mower worth approximately \$1,500. The district has no place to store it. MOTIONED by J. Lambert, second by A. Booher to donate the Z-mower to the City of Winooski outright and strike the exchange. Motion passed 5-0.
 - f) Approve 1.0 FTE Special Education Position for 2012/2013 SY Only: R. Hood said that she has a reduction this year in contracted services and did not fill a high school special educator position until just recently leaving her with money that she would like to use to reduce the caseload numbers at JFK for the remainder of the 2012-13 school year. MOTIONED by J. Lambert, second by A. Booher to approve. Motion passed 5-0.

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- g) Approve 1.0 FTE Elementary Teaching Position for 2012/2013 Only: M. O'Rourke is seeking a teacher that would provide intervention in 4-5th grade as there are a number of students that are not where they need to be and this would also be a creative way to extend our school day. The person would work 3 days/week from 9-4:30 and 2 days/week during the regular to work with kids that need additional support. Funded would come from Medicaid money. Lambert stated JFK has received a large amount of SWP money and wanted to know the outcomes. He wants kids on grade level. How will this position help? After some discussion it was MOTIONED by J. Lambert to approve the request with a written plan, second by T. Cleiland. The board would like to review a rough draft of plan in December. Motion passed 5-0.
10. Future Agenda Items: J. Lambert asked for specific data on computers in the schools – number, types, who is using (staff/students) by school and grade level and how this will tie into budget/educational discussions; update on STARS program at JFK.
11. Executive Session (Title I, Section 313): MOTIONED by J. Corrigan, second by T. Cleiland to move into executive session to discuss teacher negotiations at 9:38 p.m.
12. Adjourn: The board moved out of executive session at 10:10 p.m. and MOTIONED by J. Corrigan, second by T. Cleiland to adjourn. Motion passed 5-0.

**CONSENT AGENDA
WEDNESDAY, NOVEMBER 14, 2012**

- I. Meeting Minutes: October 10, 2012
- II. Personnel Actions:
- a) Andrew Kasprisin-Long-term Sub for A. Mosehauer (maternity leave)
- b) Thomas Steele – Teacher Contract for 2012/12 (HS Spec. Ed.)
- III. Approval of Bills:
- | | | |
|-------|------------------|-----------------------------|
| #1046 | Accounts Payable | \$35,000.11 |
| #1047 | Accounts Payable | \$23,626.73 |
| #8 | Payroll | \$13,980.78 |
| #1048 | 941's | \$68,043.43 |
| #1049 | St.Vt | \$8,275.62 |
| #1050 | Dir.Dep | \$197,017.23 |
| #1051 | P/R Ded. | \$24,189.93 |
| #1052 | Accounts Payable | \$95,284.52 |
| #1053 | Accounts Payable | \$58,982.23 |
| #9 | Payroll | \$16,665.67 |
| #1054 | 941's | \$67,583.76 |
| #1055 | St.Vt | \$8,258.48 |
| #1056 | Dir.Dep. | \$191,783.69 |
| #1057 | P/R Ded. | VOID |
| #1058 | P/R Ded. | \$23,669.91(replaces #1057) |
| #1059 | Accounts Payable | \$13,069.18 |
| #1060 | Accounts Payable | \$238,377.29 |
| #1061 | Nov. Benefits | \$160,629.92 |
| #1062 | Accounts Payable | \$14,704.20 |

Respectfully Submitted,

Sandy Metivier
Secretary to the Board

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